

1998/1999 FINAL STANDARDIZED PROGRAM INFORMATION REPORT INSTRUCTIONS

CLARIFICATIONS AND REVISIONS

The Standardized Program Information Report (SPIR) clarifications and revisions listed below were initiated in order to renew the reporting format through the Office of Management and Budget. OMB's approval has been received and is effective through June 30, 2000. The SPIR renewal process included convening a Technical Workgroup that discussed many of these changes and also publication of proposed revisions in the Federal Register. This final, approved SPIR reflects the work of the SPIR Technical Workgroup and the comments received from the Federal Register and also includes changes made to partner more closely with other workforce programs such as Welfare to Work, and to transition to future reporting needs under new workforce legislation.

It is acknowledged that the lateness of this approval coupled with the uncertainty about data collection and reporting in the future makes implementation of these changes more difficult. As a result the Department is allowing these changes to be optional. States have the option of reporting according to these revised instructions for both Program Year 1998 and Program Year 1999; States may also choose to continue reporting fully or partially by the previous instructions. The Department and its statistical support/database management entities will continue to accept reports by either version so long as the State identifies in its reporting submission which version of SPIR is being followed, where appropriate.

PROGRAM YEAR 1998/1999 SPIR REVISIONS

Item #	Title	Discussion of Changes
	General Instructions	Clarifies data submission dates: first submission of data by August 15; revisions by December 1.
2a	National Reserve Account Grant #	Adds new item to allow tracking participants and participant outcomes by NRA grant.
4, 5, 9, 11, 29a 29b,33	Date fields	Revises all date fields to eight digits to allow for the year 2000 requirement (SPR, the data management contractor, will continue to be able to accept the current six digit date field which they will convert to eight digits through a special program.)
7	Race/ethnicity	Updates all definitions to conform more closely to OMB definitions. Separates Asian and Hawaiian Native/Pacific Islander into individual categories.

12a	Concurrent participation	Allows multiple entries for concurrent enrollments. Field may be updated as changes occur in participant's ISS/EDP. Data entry for non-JTPA programs is optional.
14	Public Assistance Recipient	Updates for: TANF program; receipt of public assistance may be updated at program exit; participants referred by TANF who are in the assessment program prior to opening a grant and who are receiving TANF support services. Also clarified that all types of public assistance received should be recorded.
17	Highest school grade completed	Deletes phrase "or equivalent" from Code 12 "High school" and adds Code 99 "Attained certificate of high school equivalency." Record IEP Diploma or Certificate of Completion for persons with disabilities as Code 11. Code 17 changed to say "Education beyond Bachelor's degree" and Code 18 "Sixth year . . ." is deleted.
18	Veteran status	New definition of Vietnam veteran: 2-28-61/5-7-75 veterans serving in Vietnam; 8-5-64/5-7-75 all others in military but not in Vietnam.
21	UI compensation status	Revised to include information about Worker Profiling and Reemployment Services (WPRS) status and referral to JTPA status. Deleted code 1; added new codes 4, 5, and 6: "Claimant, not profiled & referred" and "Claimant (WPRS), profiled & referred," and "Claimant-WPRS status unknown."
22	Preprogram wage	Revised to allow entering preprogram wage for Title II and wage of job of dislocation for Title III in the same field.
22a, b, c, d, e	Title III dislocation job information	Adds new fields to provide additional information on the occupation, industry, tenure, and dislocation date of job of dislocation.
23	Reading skills grade level	Clarifies instructions for states submitting raw scores; also added a new code "87" for individuals not tested and obviously below 7 th grade level.
24	Math skills grade level	Clarifies instructions for states submitting raw scores; also added a new code "87" for individuals not tested and obviously below 7 th grade level.

25	Welfare to Work program participant	Updated definition to conform to Welfare to Work (WtW) legislation and for TANF terminology. WtW status may be entered at program entry or exit; participants in the TANF employment & training programs may be included.
26e	Poor work history	Updated for WtW terminology and definition.
26f	Long-term welfare dependency	Updated for TANF, WtW terminology and definition and added two “yes” codes and one “no” code to indicate exhaustion status of TANF eligibility.
26h	Substance abuse	Revised definition to conform to WtW terminology
26i	SDA-ID'd barrier	Clarifies this item applies to Title II only.
27/28d	Work experience/ Entry emp. exp or private internships	Updated work experience for WtW program services by adding Community Service & work experience provided under WtW programs. Updated entry employment to add adults co-enrolled in WtW paid subsidized private sector employment activity.
27/28e	Other employment skills training	Revises definition to include disaster relief jobs under Title III National Reserve grants.
30b	Basic readj. services	Clarifies that definition excludes outreach, intake, initial assessment, or rapid response assistance.
31a	Occ. skills training code & type	Adds 31a. To record appropriate occupational classification system.
32e	Counseling: personal, etc.	Clarifies definition to include substance abuse counseling and to exclude occupational and career counseling.
33	Date of termination	Clarifies definition to show citation for allowable Title II-C substantial services (Sec. 264(c)).
34	Entered unsubsidized employment	Changed definition of term “unsubsidized employment” to exclude any employment in which direct wage subsidies are provided by any type of public funds. Clarified that entered employment may occur at or before termination except for jobs held prior to program entry and, in Title III, jobs held for income maintenance. Clarified that states with appropriate waivers for Title III may use objective assessment only codes.
34a	Entered registered apprenticeship	Clarifies that definition applies to Title II only.

34d	Entered self-employment	Adds a new field to show entry into self-employment & adds definition of self-employment.
35b	Hourly wage	Revises definition to record zero for individuals shown in 34d as entering self-employment.
35c	Receives fringe benefits	Revises definition to record no for individuals shown in 34d as entering self-employment.
35d	Occupational code & type	Clarifies definition to show entry is for type of occupational classification system used (DOT or OES).
35e	State where job is located	Adds new codes to show locations/types of jobs.
35f	Job covered by UI	Revises definition of codes for UI coverage field to covered and not covered.
36g	Entered non-Title II training	Clarifies definition to include post-secondary educational program and to add additional retention period of one academic quarter.
38	Called back/remained w/layoff employer	Clarifies definition to show that yes entry in this item would result in a no entry in Item 34, Entered unsubsidized employment.
39 1,2	Institutionalized & Health/medical	Revises definitions to exclude terminees in these codes from performance standards; health/medical definition now includes death.
39	Objective assessment only Note below 8 & 9	Clarifies that objective assessment codes (8 & 9) are for Title II unless there is a waiver in effect for Title III. Also clarifies that Title III waiver objective assessment only participants are not excluded from follow-up.
Section V	Follow-up Information	Third para.: clarifies which participants are excluded from follow-up. Fourth para.: adds new provision to exclude transferred National Reserve grant participants from follow-up until final termination from Title III. Fifth para.: adds new language regarding wage record based follow-up requirements.
40	Follow-up group/sample	Clarifies definition of “universe;” clarifies that welfare recipients are included in the adult sample, contacted & not contacted; adds new data element 7 for terminated Title III NRA grant participants who transferred to another Title III program.
41	Employed at follow-up	Clarifies definition of follow-up week (13th week after termination).

41a	Hourly wage at follow-up	Clarifies how to calculate hourly wage if participant had more than one job and adds information if individual is self-employed, their wages will be excluded from performance standards calculations.
41c	Employed w/same employer as term.	Clarifies that 2 or null should be recorded if the individual was not employed at termination.
42	Number of weeks worked in follow-up period	Clarifies that this question is to be answered regardless of whether or not the participant was employed during the 13 th week.
Section S	Supplemental Submission by Wage Record Follow-up States	Adds information requirements for states that choose to use wage records for follow-up.
Appendix A	Terminee populations for follow-up	Adds language about exclusion of Title III NRA grant transferees from follow-up requirements until their final termination from Title III. Clarifies that SSA/SDAs are responsible for reporting outcomes for all NRA grants in which participants were enrolled.
Appendix B	Youth employability enhancements	Adds language to include individuals entering post-secondary education programs.
Appendix C	90/30 day period of inactive status	Clarifies definition to add citation for Title II-C substantial services definition.